

MINUTES  
REGULAR BOARD MEETING  
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, October 25, 2012, in the Board Room, Room A217, in Building A on the Campus. Chair Miller called the meeting to order at 6:30 p.m. When Secretary Walters called the roll, the following were present:

Mr. Adams  
Ms. Kisser  
Ms. Larson  
Ms. Liddell  
Ms. Rueda  
Mr. Parrish  
Ms. Miller  
Ms. Walters

Mr. Daniel Curran was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Miller led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Rueda read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Budget Hearing, September 27, 2012 and the minutes of the Regular Board Meeting, September 27, 2012 were accepted as presented.

RESCHEDULE REGULAR MEETING

It was agreed as a result of discussion that November meeting dates would be changed. The Committee of the Whole meeting will be held Thursday, November 29, 2012 at 6:00 p.m. and that the November Board meeting will be held Thursday, November 29, 2012 at 7:00 p.m.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. Stephen Willson addressed the Board, speaking about the proposed feasibility study to be done by Power Wellness. Mr. Anthony McCormick addressed the Board, sharing his ideas on world peace.

BOARD COMMITTEE REPORTS

Ms. Kisser reported on the October 15, 2012 Evaluation and Policies Committee meeting. She noted that the Committee is almost finished reviewing Section 4 of the Board Policy Manual, and hopes to be able to look at any revisions or suggestions. She hoped that by the next Board meeting, section 4 could be brought forward to the Board meeting.

Mr. Adams reported on the October 16, 2012 Committee of the Whole meeting, noting that a considerable amount of time was spent on the audit, on which the College received the best possible rating. Also discussed at the meeting was the emergency repair to the sewer line, which required immediate attention and was voted on at the Special Board meeting on October 16, held immediately after the Committee of the Whole meeting.

#### ICCTA REPORT

Ms. Liddell reported on the group of Trustees who attended the ICCTA meeting held during the October ACCT meeting in Boston. The Board gave a presentation on manufacturing which went exceptionally well.

Ms. Liddell thanked Dr. Miksa and Dr. Smith for leading the charge and thanked all the presenters. Ms.

Liddell noted that the ACCT Legislative Summit will be held in February, and that next year's Leadership Congress will be held in Seattle in October, 2014.

#### ACCT REPORT

Chair Miller asked those who attended the Leadership Congress to share their experiences. Ms. Larson spoke about student success sessions she attended: private mentors work with students to check goals and keep in touch, which helps to retain students. She noted that the personal touch is one of the reasons students stay at a community college. Ms. Rueda visited a community college in Massachusetts, and remarked that MCC compares very favorably with the college she visited. She attended student workshops and appreciated the networking opportunity to find out how student government is run. Ms. Miller sent out a document, a copy of which appears at each Trustee's place. She purchased a book at the congress that she will share with her fellow Trustees. Ms. Larson attended an inspirational presentation by the author of Step Out on Nothing.

FRIENDS OF MCC FOUNDATION REPORT

Mr. Parrish reported that 43 scholarships have been awarded for fall, totaling \$24,000.00. The Foundation Board accepted a donation of property located in Chemung with a value of \$30,000.00; a ribbon cutting ceremony will be held in a few weeks. Mr. Parrish thanked the Foundation for reaching out to thank donors for contributions and public support. Ms. Miller spoke about a recent seminar, "Financial Aid Options and Friends of MCC Foundation Scholarships," the second of a free educational series sponsored by the Foundation. Next month's presentation is entitled, "Discovering Insurance Options: Pre and Post Retirement."

PRESIDENT'S REPORT

Dr. Smith happily reported that 10<sup>th</sup> day enrollment reports were sent to the state: MCC credit hours are up 7.2% and head count is up 1.3%. Dr. Smith offered congratulations and thanked all the faculty and staff who worked on adding new programs, new courses, alternative delivery methods, increased dual credit with high schools, and adding more in person student orientations, which made this increase in enrollment a reality.

Dr. Smith noted proudly that 100% of the nursing program graduates passed their NCLEX (National Council Licensure Examination); the second year in a row that this has happened. Dr. Maxeiner added that these students passed the examination on the first try. Dr. Smith noted that copies of the Board dashboard were available at each Trustee's place; she noted that in addition to increased headcount and credit hours, the College is trending upward in percentage of students, course success and retention, and she is pleased that fall to fall persistence has gone from 49% to 54%. Dr. Smith stated that McHenry County College's three-year graduation rate for 2007-2010 was 22.1%, while the graduation rate for 2008-2011 was 26.5%, which compares favorably to the state average of 24%. Dr. Smith cited diversity figures: the county population is 84% Caucasian, 11% Hispanic, and 5% other. MCC's student population is 70% Caucasian, 17% Hispanic and 13% other. Dr. Smith spoke about the grand reopening events for the renovated Building B space; a recent event was held to thank the firms who worked on the project, for bringing the project in on schedule and on budget. She noted that two new directors have joined the Foundation Board. Dr. Smith noted that at the recent Professional Development Day, the strategic planning process was begun.

PRESENTATIONS

TAA Grant, Dr. Tony Miksa, Vice President of Academic and Student Affairs, and Mr. James Falco, Executive Dean of Education, Career and Technical Education

The Trade Adjustment Assistance grant was awarded to a consortium of 22 community colleges in Illinois, led by Harper College. McHenry County College's share was \$525,743.00, which is targeted at workers who lost their jobs due to offshoring, with a secondary target of veterans, underemployed persons and unemployed persons. The grant began October 1, 2012. Dr. Miksa stated the challenges facing manufacturers in McHenry County: the lack of a talent pipeline, the lack of a variety of credit and non-credit programs, and the lack of training space.

Mr. Falco spoke about utilizing the TAA grant funds to address these issues. Last spring three manufacturing summits were held, in which manufacturers stated their needs and issues. In April, the College will host the Manufacturing Career Fair, targeted for high school sophomores and their parents. Mr. Falco noted also that the dual credit program is increasing with Johnsburg and Woodstock high schools, connecting dual credit students to manufacturers, who need entry level workers. Last year, the College put in place courses on Computer Numeric Control, Manufacturing Design Technology, Solid Works Master Cam and Tooling U, as well as Robotics.

This year, the first dual credit robotics class began with a full complement of 16 students. Mr. Falco added that the non-credit welding class will be expanded as a credit class. Manufacturers have asked for training in pneumatics, hydraulics and AC power; content experts will write new programs which will come to the Board for approval.

Mr. Falco spoke about the lack of space and noted that the Woodstock Center will be expanded with another classroom, information technology infrastructure, and a list of machining to be purchased. He hopes that the bids will be done in collaboration with partner schools to get the best prices.

Ms. Kisser asked about the number of female students in these programs; Mr. Falco responded that there is one female student in the dual credit class. Ms. Kisser asked that recruitment be conducted.

Mr. Adams asked that specifics be put together so that when the Board attends the ACCT Legislative Summit in February, they can ask legislators to help expand this grant.

## COMMUNICATIONS

### A. Faculty Report

Ms. Janet Scott reported further on the National Endowment for the Humanities Bridging Cultures in Community Colleges Program. Faculty members Dr. Steve Young, Dr. Judi Cameron, Mr. Tim Seitz and Ms. Jessica Whitcomb are working with the Newberry Library, focusing on religious pluralism in the Chicagoland area. As a result of this work, a new Learning Communities class is being developed, combining World Religions and Cultural Anthropology. Ms. Scott shared the SCARAB Source Evaluation Rubric that students use to help select good quality resources for college-level resource papers. She noted that *Banned Books Week* was recently observed. Ms. Scott reported on the preliminary negotiations team meeting and noted that faculty look forward to a productive negotiations process.

### Adjunct Faculty Report

Ms. Leslie Dzike offered congratulations on the Building B Remodeling, noting that the new commons is much more pleasant. She noted there was nothing new to report.

### Staff Council Report

Ms. Tawnja Trimble stated that staff are helping students with mid-term tests and assignments, and thanked all for their hard work and commitment to students. She praised Shah Center programs and leadership, providing excellent opportunities for professional development and growth. Ms. Trimble encouraged all administrators to encourage staff to avail themselves of these professional development opportunities. Ms. Trimble announced the second annual staff art show to be held from November 7 through November 17. She wished all a happy Thanksgiving.

### D. Student Trustee Report

Ms. Rueda stated that students are studying for mid-terms, and noted that she has received many positive comments about the newly renovated Commons area. She noted recent events: Banned Books Week, her “Holla with Paola” sessions to meet with students, College Fair, the L.E.A.D. (Leadership Education and Development) program, Pride Club event, and a dating violence program. She noted that students are meeting in a committee formed to rename College Entrance 1.

### E. Comments from the Board

This item was addressed under the ICCTA and ACCT report items.

F. Attorney Report

Mr. Curran had nothing new to report.

APPROVAL OF CONSENT AGENDA

Ms. Larson moved to approve the Consent Agenda. After brief discussion she amended her motion to approve the Consent Agenda minus item B.4., 4. Public Private Partnership Phase II Feasibility Study, Board Report #12-238. Ms. Walters seconded the motion. Ms. Kisser pointed out that the Board is approving a substituted page in the Treasurer's Report. During discussion, Mr. Tenuta spoke about the changes to the Treasurer's Report and spoke about how the Out of District and Out of State fees are determined. The Illinois Community College Board provides a formula that is used. The roll was called and all were in favor; the motion carried.

**For Approval**

A. Financial Statements

1. Executive Summary, Board Report #12-232
2. Treasurer's Report, Board Report #12-233
3. Ratification for Payment of Voucher #1049, Board Report #12-234

B. Requests to Purchase/Renew

1. Bookstore Software Maintenance Agreement, Board Report #12-235
2. Desktop Virtualization Management Services, Board Report #12-236
3. Engagement Survey of Current Students, Board Report #12-237
4. Public Private Partnership Phase II Feasibility Study, Board Report #12-238
5. Services to Improve Database Business Continuity, Board Report #12-239
6. SirsiDynix Annual Software Maintenance Agreement, Board Report #12-240
7. Smallwares Supplies for New Culinary Lab, Board Report #12-241
8. Software Licenses for Lexia Reading and Reading Plus, Board Report #12-242

C. Academic Calendar for 2013-2014, Board Report #12-243

D. Out-of-District and Out-of-State Tuition and Fees, Board Report #12-249

E. Personnel

1. Workforce and Community Development Personnel Considerations for Fall 2012, Board Report #12-193 Addendum
2. Approval to Establish a Supervisor of Campus Public Safety Position, Board Report #12-244
3. Appointment of New Director of Admissions, Registration and Records, Board Report #12-245
4. Appointment of New Director of Learning Support, Board Report #12-246
5. Salary Adjustment/Advance Placement, Board Report #12-247

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

Ms. Larson moved to approve Board Report #12-238, 4. Public Private Partnership Phase II Feasibility Study, Board Report #12-238 and Ms. Kisser seconded the motion. During discussion, Mr. Parrish expressed his concerns about the study and asked that a Trustee be involved in the study committee. Chair Miller noted that the committee had not yet been set up, stating that she and Dr. Smith will make sure this happens. Mr. Parrish

stated he would be happy to serve on this committee; Dr. Smith will make sure Mr. Parrish is notified of meeting dates. Ms. Walters will act as substitute. The roll was called and all were in favor; the motion carried.

AUTHORIZATION OF FY 2013 NON-MANDATORY TRANSFER OF FUNDS, Board Report #12-248

Ms. Walters moved to approve Board Report #12-248, Authorization of FY 2013 Non-Mandatory Transfer of Funds, and Ms. Kisser seconded the motion. Chair Miller asked Mr. Tenuta to explain this Board Report; he noted this is a matter of procedure, moving funds into areas that need it. He stated this is the normal process of transferring monies to correct funds. Dr. Smith noted that \$2.5 million was moved from Fund 02 to the Restricted Fund 03, by direction from the Board to administration. The roll was called and all were in favor; the motion carried.

SURS 6% BILLING, Board Report #12-250

Ms. Kisser moved to approve Board Report #12-250, SURS 6% Billing, and Ms. Larson seconded the motion. During discussion, Ms. Miller noted this must be paid. The roll was called and all were in favor; the motion carried.

FOR INFORMATION

- A. Resignation
- B. Resignation
- C. Quarterly Report on Grants
- D. ERP Project Update
- E. Office of Resource Development Update
- F. Distributed Press Releases and MCC Press Clippings

Dr. Butler reported that the ERP project is still on track and on budget, and noted that the end is in sight. In Dr. Butler's view, the goal is to implement the primary core components, and to have them configured and running properly. Dr. Butler stated there is much historical data that must be loaded in. The team is focused on getting the most recent active information into the new system and will then proceed back in time. Dr. Butler commented that the budget process begins in March; training will be conducted to assist Mr. Tenuta understand that component. Dr. Butler stated that by the end of February, the core pieces of the system will be in place and work with the consultants should end. Chair Miller asked about progress on electronic time cards; Dr. Butler stated this is currently targeted for December 31, 2012. Ms. Kisser asked about counterchecking figures for enrollment, registration and financial information. Dr. Butler responded that up

until now, each community college had to generate its own reports to the Illinois Community College Board; the College is currently working with Datatel and two other community colleges to build those standardized reports as part of the new ERP system. Dr. Butler noted that the reports are being done one by one, based on how quickly they need to be generated, and about half are completed.

#### SUMMARY COMMENTS BY BOARD MEMBERS

Chair Miller asked Mr. Tenuta what procedure could be put in place so that it is known in advance who the retirees are, to avoid paying a SURS penalty. Dr. Smith stated that Human Resources would need to provide the answer to this question; she has asked Human Resources to work with the Chief Financial Officer's office to come up with a procedure to track this issue. Chair Miller asked for a report the first part of next year.

Mr. Parrish announced that Ms. Castillo attended the Human Resources class he teaches at Northern Illinois University and made an outstanding presentation. He expressed his appreciation for this outreach. Ms. Kisser asked that when the materials covered by the National Endowment for the Humanities Bridging Cultures grant arrive, they be passed around for the Board to see.

#### FUTURE AGENDA ITEMS

There was no discussion.

#### CLOSED SESSION

At 7:56 p.m., Ms. Larson moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2(c), Exception #2, Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, and Ms. Liddell seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. A break was taken at 7:56 p.m., after which Closed Session will begin. Closed Session began at 8:08 p.m.



At 9:45 p.m., Ms. Walters moved to come out of Closed Session and Mr. Parrish seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 9:48 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES, Regular Board Meeting, September 27, 2012

Ms. Liddell moved to accept the closed session minutes and Ms. Walters seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried.

ADJOURNMENT

Hearing no further business, Chair Miller adjourned the meeting at 9:48 p.m.

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Patricia Kriegermeier, Recording Secretary

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Barbara Walters, Board Secretary